



Senior Executive Assistant

Background

The California Institute for Regenerative Medicine (CIRM) is the state's Stem Cell Agency. We were created by the voters of California when they approved Proposition 71 in 2004, and renewed when Proposition 14 was approved in 2020, providing \$5.5 billion to invest in stem cell research in California. CIRM's mission is to accelerate world class science to deliver transformative regenerative medicine treatments in an equitable manner to a diverse California and world.

To meet this challenge, our team of highly trained and experienced professionals actively partners with both academia and industry in a hands-on, entrepreneurial environment to fast-track the development of today's most promising stem cell and regenerative medicine technologies.

CIRM is the world's largest institution dedicated to helping people by bringing the promise of regenerative medicine closer to reality.

General Statement

The Senior Executive Assistant position is responsible for supporting the work of the Chair and Vice Chair, CIRM Governing Board. By administering and managing the activities of the Chair and Vice Chair, the Senior Executive Assistant ensures that the Chair and Vice Chair are fully prepared to achieve the goals and fulfill the mission of CIRM.

The Senior Executive Assistant reports to the Office of the Chair, CIRM Governing Board. The position will serve as the primary contact for the Chair and Vice Chair and will be responsible for taking initiative to ensure the smooth running of the Chair and Vice Chair's day to day work. The position will manage sensitive information with discretion and communicate with leaders of outside organizations and educational institutions discreetly. The position will be responsible for managing multiple high-level projects and assist with CIRM Board meetings. The incumbent must be able to work independently and must be able to exercise sound judgement.

Job Functions

- Oversees travel arrangements for the Chair and Vice Chair including transportation, lodging, and meals; and ensures Travel Expense Claims are prepared in accordance with CIRM Policy and Regulations Governing Travel



- Maintains the Chair and Vice Chair's appointment schedule by planning and scheduling meetings, conferences, and teleconferences; and obtains information needed for discussion and distribution.
- Conserves the Chair's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
- Provides historical reference by developing and utilizing filing and retrieval systems.
- Assist with on-site management of meeting and associated activities, including CIRM Board Meetings.
- Attend meetings as applicable and record minutes as necessary.
- Follow up on assignments, transmit information clearly and professionally, and keep the Chair and Vice Chair informed about relevant issues.
- Drafting, formatting, typing, and proofreading correspondence, complex reports spreadsheets charts, and other written documents and materials. Collecting and analyzing information to complete each.
- Understand overall priorities of the Executives to help facilitate the timeliness of project completion by scheduling meetings and helping manage workflow.
- Plan, organize, lead and control various aspects of multiple projects with high degree of independence and accuracy.
- Performs other duties as may be required to further the goals of the organization. Within this area are the following:
 - Create honoraria invoice and update invoice tracker, then send to DGS for processing.
 - Create travel claims for Chair, Vice Chair, and other Board Members.
 - Input 204s/W8-BEN into FI\$Cal "State accounting system" as needed

Supervision Received

The Senior Executive Assistant position reports to the Office of the Chair.

Supervision Exercised

None



Minimum Qualifications

- Five years of experience in providing administrative services and support to senior executive leaders or may consider three years of experience with a Bachelor's Degree in Business Administration.
- One year of analytical and problem-solving experience
- Must be able to multi-task/prioritize
- Excellent written and verbal communication skills
- Excellent organizational skills
- Strong work ethic
- Strong interpersonal skills
- Comfort with operating various equipment and software (i.e., DropBox, Monday.com, Mac)
- Ability to work in a team environment

Working Conditions

- Hybrid environment working both at CIRM headquarters in South San Francisco 3 days a week and 2 days at home. To be eligible for telework, the candidate must reside in California. In-person attendance of organizational meetings and board, subcommittee, and working group meetings as required.
- Ability to operate standard office equipment.
- Be available to work outside of normal business hours.
- Travel required up to 10%

Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

Salary Range and Benefits

The annual salary range for the Senior Executive Assistant position is \$109,000 - \$141,000. CIRM offers a competitive compensation and benefits package.

How to apply

Interested candidates please submit:

- Cover letter (please explain how your qualifications meet the minimum qualifications of this position)



- CV/Resume
 - California State application at <http://jobs.ca.gov/pdf/std678.pdf>
- **A California State application is required as CIRM is a state agency. You will not be considered without this.

To: jobs@cirm.ca.gov. (Electronic applications preferred)
CIRM is an Equal Opportunity Employer and committed to a diverse workforce.

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Final Filing Date: May 5, 2023

Address for Mailing Application Packages

You may submit your application and any applicable or required documents to:
Human Resources
Attn: CIRM, Jobs
P.O. Box 980790,
West Sacramento, CA 95798-0790

Required Application Package Documents

The following items are required to be submitted with your application. Applicants who do not submit the required items timely may not be considered for this job:

- Cover Letter (please explain how your qualifications meet the minimum qualifications of this position)
- Resume/CV
- Current version of the State Examination/Employment Application (STD. 678) form. All Experience and Education relating to the qualifications listed for this position should be included to demonstrate how you meet the essential functions of the job.

Application Information

All applicable fields on the State Examination/Employment Application (STD. 678) form must be filled out completely. Resume must be included. Clearly indicate on the STD. 678 form in the field titled "Examination(s) or Job Titles for Which You Are Applying" the position title as indicated on this job announcement. Employment history on your application must be complete with dates, description of duties and responsibilities for each position held, contact names and phone numbers of supervisors. Applicants who



do not submit all the required documentation (incomplete application package) may be eliminated from the selection process.

NOTE: For security purposes, your full social security number is not required on the application.

For any inquiries about the position sent to jobs@cirm.ca.gov, the e-mail should have the position title on the subject line.

Contact Information

The Human Resources Manager is available to answer questions regarding the application process and the position.

Human Resources Contact:

Vanessa Singh

Email - jobs@cirm.ca.gov

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity (EEO) for this position to CIRM's EEO Office.

- EEO Officer: Vanessa Singh
- Email: jobs@cirm.ca.gov
- California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

Equal Opportunity Employer

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.



Benefits

Information on benefits afforded by membership in the California Public Employees' Retirement System can be found on the California Department of Human Resources (CalHR) Salary and Benefits website at www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx.

Information regarding Merit System Principles provided to public employees by the State Civil Service Act can be found on the CalHR website at <https://www.calhr.ca.gov/Training/Pages/performance-management-merit-system-principles.aspx>.

Additional benefit information can be found on the CalHR California State Civil Service Employee Benefits Summary website at <https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>. This webpage is intended to provide general information.

*All hires at CIRM are Exempt from civil service and considered Excluded for the purposes of collective bargaining.